



**DEPARTMENT OF THE ARMY**  
**SEVENTH U.S ARMY JOINT MULTINATIONAL TRAINING COMMAND**  
**UNIT 28130**  
**APO AE 09114**

AETT- CSM

1 May 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Barracks Standard Operating Procedures (SOP) (Command Policy Letter 18)

**PURPOSE:** To establish standards for maintaining good order and discipline, health/welfare, and safety for all Soldiers.

1. **SAFETY / FIRE PREVENTION:** Safety is the responsibility of all Soldiers. To ensure safety, the following measures apply: Soldiers will not sit on window ledges, nor will they use windows for entry and exit of a room. Paints, solvents or any other similar flammable items are prohibited in Soldier rooms. The burning of floor wax, candles, and anything that produces a continuous and/or open flame is strictly prohibited. No smoking is permitted in the barracks. With the exception of microwave ovens and coffee makers, which Soldiers may have in their rooms, cooking in the barracks is limited to kitchen areas only. Hot plates or other cooking appliances are allowed in kitchen areas; they are not allowed in Soldier rooms. Grilling outside the building is permitted provided it is at least 10 feet away from any structure and not on any wooden surface.

Although Fire Marshals have been designated, each room commander will designate a fire extinguisher operator (primary and alternate) for their room. Room commanders will test fire extinguishers monthly and report any deficiencies to the designated Fire Marshal for repair or replacement. All sleep areas will be equipped with smoke detectors. Fire extinguishers, breaker boxes, and smoke detectors will not be covered, removed, and/or blocked from access by maintenance workers.

2. **SECURITY / VISITATION:** Soldiers may have visitors of either gender. When more than one Soldier resides in a room they must jointly agree to visitation prior to the visit. A Soldier's right of privacy take priority over visitation. Visitation hours are from 1800 – 2200 during duty days and from 0900 – 0200 during non-duty days. Again, visitation will only be allowed if the roommate(s) approve. Soldiers are directly responsible for the conduct of their guest. A legal parent or guardian must accompany any non-military visitor below the age of 18. All non-resident visitors to billeting will sign in with the Charge-of-Quarters (CQ).

**Cohabitation is strictly prohibited.** Cohabitation means a male and female living together. Soldiers may request through their chain of command for overnight visitation and visitation outside these set hours providing roommate(s) approve. The Company Commander is the approving authority for such requests. Mature, adult behavior is expected in order to maintain good order and discipline within the billets.

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3. **QUIET HOURS:** Quiet Hours will be observed by all residents of billeting. Quiet Hours from Sunday through Thursday are from 2100-0600. Quiet hours for Friday and Saturday are from 2200-0900. The definition of Quiet Hours is that noise from within the rooms can't be heard in the hallway or adjacent rooms. Violation of Quiet Hours will be dealt with by the unit chain of command.

4. **ALCOHOL:** Personnel living in troop billets (SSG and below) can store or consume alcoholic beverages as long as the monthly ration allowance is not exceeded (USAREUR Reg. 600-702, dated 22 April 2002) and so long as such storage or consumption does not impair safety and security. The amount of alcohol that is allowed in a Soldier's room at any point in time is as follows:

- ☐ No more than one rack of beer per Soldier assigned to the room
- ☐ No more than 6.5 liters of hard liquor per Soldier assigned to the room

Commanders may restrict this privilege as they deem necessary. Visitors under 18 years of age will not consume any alcoholic beverages in the billets. Soldiers may not possess or use equipment designed to increase the likelihood of becoming drunk quickly. Prohibited items include pure grain alcohol, beer funnels, beer bongs, or similar devices designed for consuming alcoholic beverages quickly.

5. **PORNOGRAPHY / OFFENSIVE / HATE MATERIAL:** No pornographic or sexually explicit materials will be left in open view in Soldiers' rooms or billeting areas. Pornographic material may include any depiction of actual or suggested sexual intercourse, exposure of genitalia, or pictures of nude men or women. Items that are associated with being offensive to the United States, the Army, any sex, race, creed, color, religion or any national origin, or any such items determined to undermine good order, discipline and morale are expressly forbidden. Items associated with criminal organizations or hate groups, for example, neo-Nazi symbols, are strictly forbidden.

6. **PETS:** Due to sanitation problems and noise that can be aggravated by close living proximity, no pets are allowed in barracks, unless specifically authorized by the Company Commander or First Sergeant.

7. **CQ:** Establish a CQ policy, which, at a minimum, will include CQ being on duty in the barracks during all non-duty hours and days (including weekends and holidays). CQs represent the commander and are responsible for maintaining good order and discipline in the barracks consistent with this policy letter and other rules governing conduct in the barracks, for example

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unit barracks policy memorandums. Authority to grant an exception to the establishment of a CQ policy will not be delegated. A CQ or runner will be stationed at each building or cluster of buildings to assist in the prevention crime and to assist in controlling personnel.

The CQ will conduct random checks of the billets during non-duty hours. He/She will correct and report unattended open doors and unauthorized visitors. He/She will also check the billets, storage areas, and parking lot for suspicious activities. He/She will log all checks with corrective actions taken. The CQ will sign-in all visitors. Chain of commands are responsible for posting signs in those billets without a CQ, directing that all visitors report to the CQ location for signing in.

To control and protect intoxicated Soldiers: CQ will not allow any Soldier seen during the check of the billet to stagger around. Soldier may become injured in a fall or get involved in a fight. CQ will have Soldier(s) who are highly intoxicated stay in CQ office until the Soldier sobers up enough to go to bed. Upon leaving the CQ office, the Soldier(s) will be escorted to their room. CQ will maintain order necessary to prevent belligerent persons from continuing a quarrel or creating a disturbance that may erupt into an altercation. The CQ will take necessary preventive action when intoxicated individuals returning to the billets are beyond self-control or the control of responsible persons present. Necessary preventive action may include calling Military Police for assistance.

8. **WEAPONS:** In addition to those items already mentioned, firearms, ammunition, and explosives are prohibited in Soldier rooms and billeting; this includes firearm maintenance and cleaning.

9. **PUNITIVE:** Non-compliance with this policy letter may result in discipline under provisions of the Uniform Code of Military Justice or other administrative procedures deemed appropriate.

10. Point of contact for the policy letter is CSM, 7<sup>th</sup> US Army Joint Multinational Training Command.



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BG, U.S. Army  
Commanding

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